

## HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENT #**

09-653

**OPEN PERIOD:**

12/16/2009 – 1/6/2010

**JOB TITLE:**
**Materials Handler  
(2 Positions)**
**PAY GRADE AND SERIES:**
**WG-6907-05/06**
**PAY RANGE:**

\$17.06 - \$21.68

**POSITION LOCATION:**

Los Alamitos, CA.

**APPOINTMENT TYPE: PERMANENT - DUAL STATUS**
**PDCN #: 70165000**
**Security Clearance Required:**
**National Agency Check**
**AREA OF CONSIDERATION: ALL SOURCES**

Military grade of E-1 through E-7.

**Compatible Military Grade Assignment: CMF 63, 89, 92, MOS 88H/M/N/Z.**
**Key Requirements:**
**Must be able to qualify and receive a CA ARNG network account.**
**Military and/or commercial MHE license preferred.**
**THIS IS A PERMANENT POSITION**

This position is located in a maintenance facility, warehouse, training site, supply or support type facility. Its purpose is to oversee one or more product lines, a segment of a large warehouse, or serve as the senior employee in a smaller warehouse or supply facility.

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.**

**PAYMENT OF PERMANENT CHANGE OF STATION (PCS):** Payment of Permanent Change of Station (PCS) MAY BE authorized, subject to provisions of the Joint Travel Regulations and an agency determination that a PCS move is in the Government's interest

**Position Requires Travel:** Some, 1 to 5 days per month.

**QUALIFICATIONS and EVALUATION:**

**General:** Experience, education, or training which demonstrates the applicant's ability to compare item identification against receiving reports and issue request forms; skill in using handtrucks, dollies, and other equipment to move stock; ability to use hammers, pliers, and other handtools; and to follow oral and written instructions.

**Materials Handler WG-6907-05 (Trainee):** Must have 12 months of specialized experience which demonstrates a knowledge of warehouse methods, procedures and techniques; experience in establishing stock location by considering factors such as size, shape, weight, and use of items; experience in inspecting items and maintaining records through the cataloging process; experience in interpreting and applying written instructions, reference materials, publications, and manuals.

**Materials Handler WG-6907-06:** Must have 18 months of specialized experience in receiving, packaging and preparation for shipment, compilation of reports, and overall warehousing procedures; experience in setting up and rotating storage location considering factors such as life expectancy, available space, product turnover, etc.; experience performing inventory and inspections to determine serviceability of stocked items; experience in interpreting and applying written instructions, reference materials, publications, and manuals.

**TRAINEE POSITION:** Applicants not meeting full qualifications for the WG-06 position indicated above may be considered for WG-05 trainee, if qualified. Statement-of-Difference of qualification requirements for each are indicated. If appointed as trainee, the selectee may be non-competitively promoted to WG-06 upon meeting full qualifications and recommendations of supervisor.

**KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Ability to perform common tasks such as receiving and processing of incoming and outgoing shipments under occasional supervision.
2. Ability to do the more difficult tasks, answer questions, and check the work performed at the next lower level.
3. Skill in selecting and establishing specific locations for items.
4. Skill in setting up and rotating storage locations.
5. Skill in examining items and cataloging by name, quantity, stock numbers, and location of stock.
6. Skill in determining shortage and overage in inventory; inspecting items to determine fare ware and tear.
7. Ability to read and interpret technical publications, manuals, and regulations.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** Study successful completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year study (30 semester hours or 20 classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of the position.

**COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE**

**CREDITING NATIONAL GUARD EXPERIENCE:** NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

**HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)
4. Please title your emails to fit the format of (Last Name, First Name - Announcement Number); (i.e., Smith, Joe – 09-001)

**IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350**

**REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment **OR** current resume (mandatory)
- Transcripts, if applicable

**OPTIONAL DOCUMENT (Application Packet):**

- SF 181, Ethnicity and Race Identification Form

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**

[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

**All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**